

## **TennCare Program Coordinator**

**Status: Executive Service**

Agency: Health Care Finance & Administration/TennCare, Eligibility Division

### **Note\*:**

This is an Executive Service Appointment good *for a period not to exceed a maximum of one (1) year*. An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur prior to the completion of 1 year. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Individuals hired for the period not exceed the max of 1 year do not qualify for a Pay for Performance incentive benefit. However, these individuals do receive some of the same benefits options as regular positions.

### **Job Description:**

A TennCare Program Coordinator will share supervisory responsibilities over a team of Legal Assistants and Administrative Assistants and will also be responsible for providing support and guidance to Legal Assistants on matters relating to Medicaid rules, regulations and policies. Additionally, the TennCare Program Coordinator will ensure that due process standards are met in Medicaid appeals by the accurate and timely processing of appeals and all appeals related documents. Finally, the TennCare Program Coordinator will also work collaboratively with the Managed Care Program Manager 2 to identify work flow issues and accomplishments between the Legal Assistants and other employees.

### **Qualifications:**

- Bachelor's Degree
- Ability to foster and maintain cohesive working relationships
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

### **Job Location:**

Nashville, Tennessee

**How to Apply:** Qualified candidates should send their resumes along with a cover letter to [kayla.turner@tn.gov](mailto:kayla.turner@tn.gov) by February 12, 2016.